

Inspections

Congratulations. Your permit is issued and you need to call the City for an inspection. You may call the 24-hour inspection request line:

(206) 801-2545 at anytime

When you call, you will be asked to give the date of the inspection, the permit number, type of inspection, site address, a contact name and phone number where you can be reached.

If you call before 7:00 a.m., the inspector will include your request for that same work day. Calls received after 7:00 a.m. will be scheduled the next work day.

After calling the 24-hour inspection line, you may request a possible morning or afternoon time by calling an inspector between 7:30 a.m. and 8:30 a.m. on the day of the inspection. We do our best to accommodate your request. If you don't have a preference, no additional call is necessary.

We appreciate your assistance in helping us prevent unnecessary trips by making sure you are ready for an inspection and the area to be inspected is accessible.

IMPORTANT: Always have your City approved plans (stamped, intact with attachments) and permit card on site for each inspection.

For a building Fire Investigation Report inspection call after structure is stripped and debris is removed.

Preliminary Inspection - Buildings, structures, and sites may require a preliminary inspection before issuing a permit. In case of a fire or other damage or for work begun prior to permit application are examples.

Required Inspections - Here is a sequential list, in sequence, of required inspections with a description of helpful information to aid you in scheduling your inspections.

- 1. Pre-construction Conference** or "Pre-con" is only required when specifically noted in your permit conditions – call inspector to see if Pre-con and concrete footing and setbacks can be done at the same time.
- 2. Foundation, Setbacks and Erosion Control inspection** is made after excavations for footings are complete and any required reinforcing steel is in place. It is at this time that setbacks are verified. For concrete foundations, required forms should be in place prior to inspection. If concrete footing and foundation are poured separately, call for an inspection prior to each.
- 3. Storm system/footing drain inspection** - Storm system and footing drain inspection may be done at the same time, otherwise not subject to this inspection sequence.
- 4. Sub floor inspection** required if there is a crawl space (before any decking is placed).

Business Hours: M – F 8:00 a.m. to 5 p.m. ♦ Permit Processing Hours: M – F 8 a.m. to 4:00 p.m.

5. **Concrete slab and under-floor inspections**, when required, are made after in-slab reinforcing steel, under slab insulation, building service equipment, conduit, piping and other equipment are in place (ie. **Plumbing Groundwork**) but before any concrete is placed or floor sheathing installed, including the subfloor.
6. **Exterior wall plywood nailing and hold down inspection** is usually made after the roof deck and wall sheathing are placed.
7. **Plumbing Rough-in and gas piping inspections** must be under the appropriate air or water tests when requesting inspections.
8. **Electrical Rough-in Inspection**. These inspections are performed by the WA State Department of Labor and Industries (L & I) - (425) 990-1430.
9. **Fire sprinkler inspections** - These inspections are performed by the Shoreline Fire Department (206) 533-6525.
10. **Framing inspection** when all framing, fire-blocking and bracing are in place and pipes, chimneys and vents to be concealed are complete. Please do not call for a Framing Inspection until after rough-in gas piping, plumbing and electrical approvals are obtained.
11. **Insulation/vapor barrier (energy efficiency inspections)** are made to determine compliance with the approved plans including, inspections for: envelope insulation R and U values, duct system R value, and HVAC and water-heating equipment efficiency.
12. **Drywall/sheet rock inspections** should be requested after wallboard, is fastened in place, but before joints are taped and finished. Fire-resistant penetrations should be installed and ready for inspection. Protection of joints and penetrations in fire-resistance-rated assemblies must not be concealed from view until inspected and approved.
13. **Plumbing final inspection** including completed backflow prevention reports where required.
14. **Electrical final inspection** - L & I - (425) 990-1430.
15. **Right-of-Way final approval**, if required as part of the project.
16. **Site development final inspection** - Inspection of all site improvements as appropriate including required landscaping, stormwater control facilities (vaults, catch basins, storm filters, etc.), parking, etc.
17. **Record/as-built drawings** - If required an inspection is necessary to verify certain aspects of the drawings.
18. **Building final inspection** is made after all work required by the building permit is completed. Final inspection of other permits directly associated with the project must be complete prior to receiving final approval of the building permit.

Please call the inspection line first before calling the inspector. Normal inspection requests do not need to be confirmed by a follow-up call.

Accessible - Construction or work for which a permit is required to be inspected by the City must remain accessible and exposed for inspection purposes until approved. The inspector will need access to the job site between 8:00 a.m. and 3:00 p.m. and if another party is providing access, be sure to coordinate making the site available to the inspector. Inspections can be conducted without home owner or contractor present (except for occupied premises), if access for inspection is provided.

Approval Required - Work should not be done beyond the point indicated in each successive inspection without first receiving the approval of the inspector. The inspector, after receiving your call on the inspection request line, will make the inspection and either determine the portion of the construction that is satisfactory as completed, or notify the permit holder or the agent of the corrections necessary to comply with the code. Any portions that do not comply must be corrected and are to remain uncovered until authorized by the inspector.

Re-inspection Fee - An unnecessary call for an inspection may result in a re-inspection fee equal to the minimum hourly charge. Here are some instances that may result in additional fees:

- Approved plans repeatedly not readily available to the inspector;
- Repeated failure to provide access on the date an inspection is requested; or
- Re-inspection requested of previously required corrections, but the corrections were not made or not ready.

Special Inspections - Certain projects require that additional inspections be performed by special inspectors. This only applies to your project if a “Special Inspection Checklist” has been attached to your approved permit.

Other Inspections - We may find it necessary to require additional inspections of any construction work to ascertain compliance with the provisions of adopted codes and other laws enforced by the Planning & Community Development such as critical areas/buffers and tree protection.

Inspection Agencies - As an alternative the building official may accept reports from approved inspection agencies, provided these agencies satisfy the requirements as to qualifications and reliability.

Certificate of Occupancy - No building or structure may be used or occupied, and no change in the existing occupancy classification of a building or structure can be made until the building official has issued a certificate of occupancy as provided for in the codes and ordinances adopted by the City of Shoreline.

For residential construction the final inspection and approval serves as the Certificate of Occupancy.

Other permits or components that may require final inspection and approval include – Site Development/Drainage Facilities, Fire Protection Systems, Right-of-Way work, Critical Area Mitigation, Plumbing & Mechanical Systems, and Electrical Work.